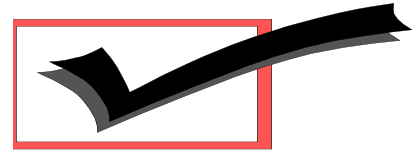


# BALLOT ACCESS CHECKLIST FOR 2016 MUNICIPAL CANDIDATES



Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the February 16, 2016 Spring Primary and the April 5, 2016 Spring Election.

**In the City of Milwaukee, the filing officer is the City of Milwaukee Election Commission.**

- ☐ Complete and submit a **Campaign Registration Statement (Form GAB-1)** to the filing officer no later than **5:00 p.m. on Tuesday, January 5, 2016.**

- New candidates should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1).
- Continuing candidates should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
- All candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer no later than **Tuesday, January 5, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. § 8.10(5), 8.30(2).

- ☐ **Circulate and submit Nomination Paper for Nonpartisan Office (Form GAB-169)** to the City of Milwaukee Election Commission. Original nomination papers (no photocopies, faxes or emailed documents) must be received by the City of Milwaukee Election Commission no later than **5:00 p.m. on Tuesday, January 5, 2016**, or the candidate's name will not be placed on the ballot. Nomination papers may not be circulated before December 1, 2015. Wis. Stat. §§ 8.10(2),(3) Wis. Admin. Code GAB § 6.04(2).

Note: All candidates should file a **Campaign Registration Statement (Form GAB-1)** or amended statement before circulating nomination papers.

The number of signatures required on nomination papers is as follows:

Aldermanic District Seats	200 --- 400
Citywide Offices	1,500 – 3,000

- ☐ **Complete and submit a Declaration of Candidacy (Form GAB-162)** to the City of Milwaukee Election Commission no later than **5:00 p.m. on Tuesday, January 5, 2016.** This form must be filed no later than January 5, 2016, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 5, 2016.

Wis. Stat. §§ 8.10(5), 8.21, 8.30(4) Wis. Admin. Code GAB § 6.04.

- ☐ **Complete and submit a Statement of Economic Interests (GAB-904)** to the City of Milwaukee Election Commission no later than 4:30 p.m. on Friday, January 8, 2016. This statement must be filed by **4:30 p.m. on Friday, January 8, 2016** or the candidate's name will not be placed on the ballot. Any time after December 1, 2015, a candidate may print the Statement of Economic Interests from and instructions from the Election Commission's website [www.milwaukee.gov/election](http://www.milwaukee.gov/election)